

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE7647311  
POSITION NO: 945911  
CLASS CODE: 3646

Date Posted: 12/17/12  
Closing Date: 12/31/12

POSITION TITLE: HEAD START COOK\*\*  
DEPARTMENT NAME: NAVAJO HEAD START - FORT DEFIANCE AGENCY  
DEPARTMENT NO: 764 WORKSITE LOCATION: RURAL, AZ  
WORKS DAYS/HOURS:                      POSITION TYPE:                      GRADE: V58A  
Days: M-F Permanent: ☒  
Hours: 40 hrs. per week Temporary: ☐ Duration:                      \$                      Per Annum  
Part-Time: ☐ No. of Hrs/Wk:                      \$ \$11.47 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Prepares healthy and nutritional meals and snacks according to established Six-Week Menu Cycle and Child and Adult Care Food Program (CACFP) Guidelines. Practices and emphasizes family style meals. Maintains weekly food supplies and equipment; and estimates daily food preparations according to number of children and adults. Safely utilizes standard kitchen utensils and equipment; cleans and sanitizes condition of the kitchen and equipment, and to maintain daily kitchen supplies, equipment and materials.

To provide instruction on safety and health regulations and procedures; and to obtain resource materials for kitchen projects and to assist with lesson plans in nutrition, and assist in other classroom activities as needed. The Head Start Cook is responsible to ensure children receive healthy and nutritional meals. To conduct on-going recruitment for Head Start children enrollment and prepares and submits required reports.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and  
[Preferred: Culinary Art Certificate or Associate Degree.]

**Experience:**

two (2) years of experience in large scale institutional cooking including sanitation and safety procedures, inventory systems, USDA and other food service documentation; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge of material, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and meal preparation and service. Ability to prepare and serve large quantities of food and/or meals. Skilled in the use of standard food preparation and cooking equipment; skilled in planning menus on a periodic basis.

**License/Certification Requirements:**

Must possess a Food Handler's Permit and a valid driver's license. Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, and a First Aid Certificate.

**\*\* UNION POSITION**

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT .**